

DEPARTMENT OF THE ARMY

ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT 600 ARMY PENTAGON WASHINGTON, DC 20310-0600

DAIM-ZA

OCT 2 1 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Army Policy for Relocatable Buildings

1. Reference:

- a. AR 420-18, Facilities Engineering Materials, Equipment, And Relocatable Building Management, 3 January 1992.
- b. Memorandum, HQDA, DAIM-ZA, 14 Dec 02, subject: Public Works Sustainment, Restoration, and Modernization (SRM) Project and Relocatable Building Approval Authority.
- 2. The purpose of this memorandum is to issue policy and procedures for the use, lease, and purchase of relocatable buildings within the U.S. Army.
- 3. The enclosure replaces Chapter 5 of reference a. and relocatable building approval authorities in reference b. These changes are effective immediately and will be included in the next revision of AR420-18 and AR420-10.

4. The POC for this action is Mike Dean, DAIM-FDF-F, (703) 601-0703, DSN: 329, michael.dean@hqda.army.mil.

Encl

Major General, GS

Assistant Chief of Staff for Installation Management

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SUBJECT: Interim Army Policy for Relocatable Buildings

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AR 420-18 8 October, 2004

Chapter 5 Relocatable Buildings – Interim Policy Section I

5-1. Overview

This guidance establishes Army policy and procedures for the authorization, acquisition, use, sustainment, and disposition of relocatable buildings. This guidance applies to Active and Reserve components of the Army and to facilities required to support other Military Departments and Defense Agencies that are tenants on Army installations. It applies to relocatable buildings purchased or leased as personal property or purchased as temporary real property in lieu of permanent real property, regardless of the source of funds. This guidance does not apply to personal property items that are accountable in organic troop unit allowance lists, such as table of allowances (TOAs) and tables of equipment (TOEs), and family housing.

5-2. Definitions

a. Interim Facility Requirement.

A short-term (normally 3 years or less), urgent requirement for facilities due to transitory peak military missions, deployments, military contingency operations, disaster relief requirements, or pending approval and construction of real property facilities via normal military construction programs.

- b. Relocatable Building.
- (1) A personal property building designed to be readily moved, erected, disassembled, stored, and reused. Personal property is managed as equipment.
- (2) To be considered a relocatable building, the estimated funded and unfunded costs for average building disassembly, repackaging (including normal repair and refurbishment of components), and nonrecoverable building components, including typical foundations, may not exceed 20 percent of the acquisition cost of the relocatable building. Typical foundations include blocking, footings, bearing plates, ring walls, and slabs. Typical foundations do not include construction cost of real property utilities, roads, sidewalks, parking, force protection, fencing, signage, lighting, and other site preparation (clearing, grubbing, ditching, drainage, filling, compacting, grading, and landscaping).
- (3) If the estimated funded and unfunded costs in paragraph 5-2.b.(2) exceed 20 percent of the acquisition cost of the relocatable building, the building will be considered real property and will be approved, funded, and provided (including all site preparation and associated costs) as construction according to AR 415-15 and AR 420-10.
- (4) This policy does not apply to building types and forms that are provided as an integral part of a mobile equipment item and that are incidental portions of such equipment components, such as communications vans or trailers.
- (5) This policy does not apply to tactical use relocatable buildings that are centrally managed or procured by higher authority (DFAS Manual 37-100-04).

5-3. Policy

- a. Relocatable buildings will be accounted for as personal property and may be leased, purchased, stored, or contractor-provided when these facilities constitute the most economical or feasible means of satisfying interim facility requirements.
- b. Approval authorities for use of personal property relocatable buildings are shown at Appendix 5-A. Requests for approval of personal property relocatable buildings will be accompanied by a completed worksheet (Appendix 5-B) with required enclosures. IMA will validate and submit requests for relocatable buildings for all requirements on IMA controlled installations. For contingency areas and special installations (funded by and under command and control of a MACOM) the MACOM will validate and submit requests for relocatable buildings directly to ACSIM.
- c. The Garrison Commander will ensure that relocatable buildings, including those from independent tenant agencies, meet applicable Army Installation Design Standards, Installation Design Guide, Force Protection/Anti-terrorism, Accessibility, Safety, Seismic, Environmental, and Construction codes and standards or that a waiver is requested from HQDA.
- d. Approval of leased, purchased, or contractor provided relocatable buildings as swing space in support of SRM contracts must comply with authorities shown in Appendix 5-A. Relocatable buildings provided by a contractor for contract administration do not require additional approval under this policy. All contractor provided relocatable buildings must be removed upon completion of the contract.
- e. The projected need for relocatable buildings will be based upon the planned completion of the MCA project and the start of beneficial occupancy. Relocatable buildings will be removed upon completion of the MCA project.

5-4. Procedures

- a. <u>Economic Analysis</u>. A life cycle economic analysis will be performed for lease or purchase of relocatable buildings to support determination of the most cost effective or viable option. The analysis will consider all alternatives (e.g. lease, purchase, construction of permanent facility, use of commercial space, or use or conversion of existing facilities). HQ IMA and MACOM commanders will validate economic analyses prior to forwarding to HQDA for approval.
- b. Purchase of Relocatable Buildings as Personal Property.
- (1) Approval authority for purchase of relocatable buildings is based on per-building cost (Appendix 5-A).
- (2) Site preparation for relocatable buildings will be approved in accordance with minor construction authorities (references (d) and (e)) based on the total estimated funded project cost. The validated requirement may not be fragmented or acquired in a piecemeal fashion in order to circumvent funding or approval limitations. Funded and unfunded project costs and the source of funds will be determined according to the following guidance:

- (a) The purchase of relocatable buildings is an unfunded project cost. The appropriate fund source for purchase of relocatable building is determined on a per building basis.
- (b) Funds made available for operation and maintenance (e.g., Operation and Maintenance, Army (OMA)) will be used for purchase of relocatable buildings that cost less than the funding limitation of \$250,000 per building (\$100,000 for Army Working Capital Fund (AWCF)). Limitations are established by DFAS-IN Manual 37-100-XX.
- (c) Funds made available for purchase of equipment (e.g., Other Procurement, Army (OPA)) will be used for purchase of relocatable buildings that cost equal to or greater than the funding limitation of \$250,000 per building (\$100,000 for AWCF). Limitations are established by DFAS-IN Manual 37-100-XX.
 - (d) Site preparation (foundations, exterior utilities, and other supporting construction) is a funded project cost.
 - (e) Costs for packaging and transporting relocatable buildings used for interimrequirements are unfunded project costs.
 - (f) Costs of erection and assembly are unfunded project costs.
 - (g) Cost of maintenance, operation, disassembly, and refurbishment, and repacking of relocatable facilities used for interim requirements are expenses and are appropriately charged to appropriations available to fund such costs.
 - (h) Regardless of the funded cost, when relocatable buildings are used for urgent requirements pending approval and construction of facilities via normal military construction procedures, the Military Construction Project Data (DD Form 1391) will indicate that relocatable buildings are in use.

Lease of Relocatable Buildings as Personal Property.

- (1) Approval authority for lease of relocatable buildings is based on the total lease cost and known or estimated duration of the lease requirement (Appendix 5-A). The term of the lease will not be split to justify lease vs. purchase. Renewal and extension of relocatable building leases will be considered on the individual merits of the requirement and will be based on an economic analysis that justifies continued lease versus purchase of the relocatable buildings.
- (2) The appropriate fund source for lease of a relocatable building is determined on a per-building basis. Leases of relocatable buildings are either operating leases or capital leases.
- (3) Operating leases are paid for using funds made available for operation and maintenance (e.g., Operation and Maintenance, Army (OMA)).

- (4) Capital leases are paid for using funds made available for purchase of equipment (e.g., Other Procurement, Army (OPA)).
- (5) An operating lease meets all of the criteria listed below. If any one or more of the following criteria are not met, then the lease is a capital lease:
- (a) Ownership of the asset remains with the lessor during the term of the lease and is not transferred to the Government at or shortly after the end of the lease term.
 - (b) The lease does not contain a bargain-price purchase option.
- (c) The lease term does not exceed 75 percent of the estimated economic life of the relocatable building. The economic life of a relocatable building will be assumed to be 15 years.
- (d) The present value of the minimum lease payments over the life of the lease does not exceed 90 percent of the fair market value of the relocatable building at the beginning of the lease term.
- (e) The relocatable building is general purpose rather than being for a special purpose of the Government and is not built to the unique specification of the Government as lessee. (The government must demonstrate this for each case).
 - (f) There is a private sector market for the relocatable building.
- d. Sustainment and operation costs for leased or purchased relocatable buildings as personal property.
- (1) Cost of maintenance, operation, disassembly, and refurbishment, and repacking of relocatable facilities are expenses and are appropriately charged to appropriations available to fund such costs.
- (2) Sustainment or Restoration of leased or purchased personal property relocatable buildings will be paid from the same funding account that paid for the lease or purchase, if allowable within the appropriation guidelines, or from the appropriation supporting installation real property facilities.
- (3) All utilities services (e.g., electricity, water, and gas) for relocatable buildings will be separately metered. Operating costs for Base Operations Support services (e.g., utilities, refuse collection, and custodial services) will be paid according to existing installation support agreements.
- (4) An organization that leases or purchases personal property relocatable buildings will provide to the installation DPW the square footage and equivalent facility category code (e.g., instructional building, barracks, etc.). The Facility Sustainment Model will use this information to calculate an annual maintenance requirement based on sustainment cost factors and square footage. The calculated annual maintenance requirement for personal property relocatable buildings will be separately tracked and managed by IMA region or Major Command Headquarters.

- e. Retention and Disposition of Personal Property Relocatable Buildings.
- (1) Retention of Personal Property Relocatable Buildings. Relocatable buildings may be retained for the following reasons:
- (a) Relocatable buildings are used in support of continuing military contingency operations or to meet urgent, short-term requirements.
- (b) A replacement facility has been authorized and funds appropriated by the Congress. In this case, the relocatable facility may be retained in use until construction of the replacement is completed.
- (c) The relocatable facility subsequently has been incorporated as real property and the Army has notified the Armed Services and Appropriations Committees of the Congress when the sum of the funded and unfunded project costs exceeds 20 percent of the maximum allowable amount for a minor construction project.
- (2) Disposition of Personal Property Relocatable Buildings. Relocatable buildings accounted for as personal property, upon end of urgent, short-term requirements, will be redistributed within IMA and Major Commands or disposed of in accordance with personal property procedures. Those determined to be unserviceable will be disposed of in accordance with these same procedures.
- (3) Disposition of Real Property Relocatable Buildings. When relocatable buildings accounted for as real property become excess to Army requirements at the erected location, they will be redistributed or disposed of in accordance with existing real property procedures, policies and regulations. Reference DA PAM 405-45, Real Property Inventory Management; AR 405-90, Disposal of Real Estate; and the Stewart B. McKinney Homeless Assistance Act.
- f. Stock Levels. Stock levels for non-tactical relocatable buildings will be determined by Headquarters, Installation Management Agency (and by Commanders of Major Army Commands for areas outside of the geographic boundaries of Installation Management Regions) based on the following:
 - (1) Requirements reflected in applicable contingency and operational support plans.
 - (2) Experience factors in satisfying interim facility requirements.

5-5. Relocatable Buildings Purchased as Real Property in Lieu of Permanent Construction

a. DASA (I&H) may approve use of relocatable buildings as substitutes for permanent or conventional buildings, particularly overseas, when the duration of the requirement is uncertain. In such cases, the relocatable buildings will be accounted for as real property, the undertaking will be programmed through proper military construction procedures, and the building cost, transportation, erection costs, site preparation, and related supporting costs will be approved and funded according to AR 415-15 and AR 420-10.

- b. An economic analysis comparing the total life cycle cost of permanent construction with the total life cycle cost of the proposed relocatable building as real property. The following conditions will apply to the life cycle cost analysis:
- (a) If the expected life of the installation is not known, assume 25 years for CONUS and 15 years for overseas installations.
 - (b) Assume the functional life of the proposed relocatable building is 15 years.
- (c) Total life cycle cost of the relocatable building will include the total cost for the site preparation, relocatable building delivery, set up, sustainment, disassembly, removal transportation, or demolition.
- (d) Compare the total cost for each alternative over the expected life of the installation.

APPENDIX 5-A

	Table 5-A-1 elocatable Building Approval Au 420-18) (OMB Cir. A-11)	uthorities
Relocatable Building Action	Director IMA and MACOM Commanders (for all installations not under the jurisdiction of HQ IMA)	DASA (I&H)
Lease ⁽¹⁾	Time: Not to exceed 1 year and Cost: Not to exceed \$100,000.	
Extension of Existing Lease ⁽¹⁾	Time: Not to exceed 1 year and Cost: Not to exceed \$100,000 per year (maximum of 3 years).	Time: Greater than 1 year or Cost: Greater than
Transfer to Other Locations	Time: Not to exceed 1 year and Cost: Not to exceed \$100,000 per year.	\$100,000 per year.
Option-to-Renew Clause	Time: Not to exceed 1 year and Cost: Not to exceed \$100,000 per year.	
Purchase as Personal Property	No Authority	Unlimited

Footnote:

⁽¹⁾ All authorities are based on the total relocatable building requirement.

APPENDIX 5-B

Relocatable Building Request Worksheet Project Title and Installation Name: , Date

TI	nis v	worksheet must be submitted for each approval request.
bı of	uildi \$_	request is to (lease or purchase) relocatable building(s). Relocatable ings are requested for a period not to exceed years, at an estimated total cost (\$000), at (Garrison name, State), using (e.g., OMA, OPA, OMD, RDT&E, AWCF) funds.
1.		int of Contact Information. Contact the following POCs regarding this request ame, Phone Number, Email, and Office):
	a.	Garrison
	b.	IMA Region reviewing official.
	c.	HQIMA reviewing official.
	d.	Agency preparing economic analysis
	e.	Installation or Command SJA legal review.
2.	Jus	stification. Relocatable building support data, attach as Enclosure 1.
	a.	Unit(s) and mission the relocatable building supports.
	b.	Facility requirements for the units / mission.
	c.	Discussion of all options considered to provide facility space.
	d.	Justification of urgent, short-term requirement for the relocatable building(s).
	e.	Desired date of occupancy and expected duration of the requirement.
	f.	Explain the exit plan that will remove the relocatable building(s) from the installation at the end of the requirement. Describe the plan for the removal, disposal, or sale of the buildings and source of funding.
	g.	Required removal date.
3.	rep	placement Project. Will the requirement for the relocatable building(s) be blaced with real property facilities by MILCON or SRM major repair projects? If yes, attach replacement project data as Enclosure 2.
	a.	Project Number(s).
	b.	Title(s).
	C.	Source(s) of funds.
	d.	Cost.
	e.	Program Fiscal Year.
	f.	Copy of associated project document(s) (DD Form 1391 or DA Form 4283).

4. Relocatable Building Validation.

a. To be a relocatable building, certain associated costs (columns "a" through "d", Table 5-B-4) must not exceed 20% of the purchase cost of the relocatable building (column "f"). The relocatable building percentage for <u>each facility type</u> in column f must be less than or equal to 20%. If the percentage is greater than 20%, then the facility type must be classified as real property and approved as minor construction.

			Table ocatable Bu ige (f) = (a +					
	(a) (\$000)	(b) (\$000)	(c) (\$000)	(d)† (\$000)	(e) (\$000)	(f) (%)	(g)‡	(h)‡
Facility Type (e.g., barracks, admin, classroom, dayroom, arms room, maintenan ce, laundry, latrine, storage)	Building Disasse mbly (disconn ect and removal from foundatio n)	Repacka ging (including normal repair, refurbish ment of compone nts)	Non- recovera ble Building Compon ents (fastener s, seals, skirting, anchors, etc.)	Foundati on	Purchase Cost of Relocatabl e Building (Including delivery and set up)	%	Facility is relocata ble (<u><</u> 20%)	Facility is Real Property (>20%)

Notes:

- † "Foundation" includes blocking, footings, bearing plates, ring walls, and slabs. For the purpose of this calculation, "Foundation" does not include construction cost of real property utilities, roads, sidewalks, parking, force protection, fencing, signage, lighting, and other site preparation (clearing, grubbing, ditching, drainage, filling, compacting, grading, and landscaping).
- ‡ If the percentage in column (f) is less than or equal to 20%, enter "Yes" in column (g). If the percentage in column (f) is more than 20%, enter "Yes" in column (h).

5. Relocatable building information:

Relocatable buildings by facility type per Table 5-B-5:

	Summary of	Table 5-l f Relocatable B		irement	
(a)	(b)	(c)	(d)	(e)	(f)
Facility Type (e.g., barracks, admin, classroom, dayroom, arms room, maintenance, laundry, latrine, storage)	Total Number Of Relocatable Buildings	Total Gross Sq Ft Of Relocatable Buildings Required	Cost per Purchased Building	Lease cost	Total Cost per Facility Type purchased or total lease cost

6. <u>Associated Construction</u> . Construction associated with the relocatable building(s) placement.
a. Is all site work necessary to the installation and provision of utilities and other services properly classified by the installation? Yes \(\square \) No \(\square \)
b. Is the associated construction project approved? Attach copies of DD Form 1391 and DA Form 4283. Yes ☐ No ☐
c. Is any congressional notification required? See AR 415-15.
Yes No No
d. Construction Cost: \$ (Construction includes foundations, utilities, roads, sidewalks, parking, force protection, fencing, signage, lighting, and other site preparation (clearing, grubbing, ditching, drainage, filling, compacting grading, and landscaping).)
7. Economic Analysis. An economic analysis, with sensitivity chart, (Table 5-B-6-1, Table 5-B-6-2 & Table 5-B-6-3) for each facility type is attached as Enclosure 3 and has been validated by the US Army Corps of Engineers, Installation Support Center of Expertise (ISCX), CEHNC-IS. A separate economic analysis is required for each facility type. Summary of economic analysis:
 a. Total <u>Lease</u> Project Cost: \$ (Total cost of lease, including option years, delivery, setup, removal, and associated SRM sustainment and construction costs).
 b. Total <u>Contractor-Provided Services</u> Project Cost: \$ (Project cost of relocatable buildings, including delivery, setup, removal, associated contractor-provided maintenance, construction, and removal or demolition of the relocatable building at the end of use.)

 c. Total <u>Purchase</u> Project Cost: \$ (Total cost of purchase, delivery, setup, associated SRM sustainment and construction costs, and removal or demolition of the relocatable building at the end of use.)
d. Cost to construct equivalent permanent facility: \$
e. Other considerations to provide space:
f. Commercial space. Discussion:
g. Use or conversion of existing buildings. Discussion:
h. Other alternatives considered. Discussion:
B. <u>Determination of Type of Lease</u> . If relocatable building will be leased, the type of ease must be determined. For this analysis, the economic life of a relocatable building s 15 years, unless specific data of the manufacturer indicates the economic life is shorter. Do not use an economic life beyond 15 years for relocatable buildings. Check blocks below as appropriate.
a. <u>Capital Lease of a Relocatable Building</u> – is any lease other than a lease-purchase that does not meet the criteria of an operating lease (Capital leases are paid for using funds made available for purchase of equipment (e.g., Other Procurement, Army (OPA)).
b. Operating Lease of a Relocatable Building – is any lease that meets ALL criteria listed below. If any of the criteria are not met, the lease will be considered to be a capital lease (Operating Leases use operation and maintenance funds (e.g., OMA)).
(1) Ownership of the relocatable building remains with the lessor during the term of the lease and is not transferred to the Government at or shortly after the end of the lease term.
(2) The lease does not contain a bargain-price purchase option.
(3)The lease term does not exceed 75 percent of the estimated economic life of the relocatable building.
(4) The present value of the minimum lease payments over the lease does not exceed 90 percent of the fair market value of the relocatable building at the beginning of the lease term.
(5) The relocatable building is general-purpose rather than being for a special purpose of the government and is not built to the unique specification of the government as lessee.
(6) There is a private sector market for the relocatable building.

9. Compliance with Standards. Relocatab	le buildings meet applicable Army
Standards:	
 a. Army Installation Design Standards b. Installation Design Guide c. Force Protection/Anti-terrorism d. Accessibility e. Safety f. Seismic g. Environmental h. Construction codes and standards 	Yes
10. Waiver Request Required. A waiver reparagraph 8 that is answered "No":	equest is enclosed for each standard in
 a. Army Installation Design Standards b. Force protection/Anti-terrorism c. Accessibility d. Safety e. Seismic f. Environmental g. Construction codes and standards 	Yes Not Required Not Required Not Required Not Required
11. Approval Authority. HQDA or higher a	pproval is required because:
a. The total funded cost of the relocation year.	atable building action exceeds \$100K per
☐ b. The total requirement for the reloc	catable building(s) exceeds one year.
c. The total requirement for the reloc	catable building(s) exceeds three years.
d. he request is to purchase a reloca	atable building(s) as personal property.
e. The request is to use relocatable MILCON or OMA construction funds	building(s) as temporary real property using s.
f. The request is to convert a person property facility.	al property relocatable building to real
12. <u>Legal Review</u> . A written legal opinion, SJA, has determined that the project is leg regulations. Attached as Enclosure 5	performed by the installation or Command gally sufficient and complies with appropriate

- 13. <u>Mandatory Enclosures</u>. The following enclosures are mandatory.
 - a. Enclosure 1, Justification
 - b. Enclosure 2, Copies of associated construction documentation (DD Form 1391 and DA Form 4283)
 - c. Enclosure 3, Economic Analysis, with sensitivity chart, for each facility type
 - d. Enclosure 4, Waiver request if in non-compliance with Army Standards.
 - e. Enclosure 5, Supporting Legal Opinion
 - f. Enclosure 6, Pictures of the types of relocatable buildings to be used and of their planned placement. This may be photographs of examples of similar relocatable building projects of the same configuration, size, and type of relocatable buildings to be used on this project. This could include photographs, catalogue cuts, and/or artist renderings, with appropriate site plans.

TABLE 5-B-6-1 SAMPLE ECONOMIC ANALYSIS

		Dolographic	Polocatable Building Policy				
		TABI	TABLE 5-B-6-1	-			
		Economic A	Economic Analysis Worksheet				
: 		Use a Separate She	Separate Sheet for Each Facility Type	Туре			ţ
	(a)	(q)	(c)	(p)	(e)	©	
Faciliy Type	Building Disassembly	Repackaging (including normal repair and refurbishment of components)	Non-recoverable Building Components	Foundation	Purchase Cost of Relocatable Building (including delivery and setup)	Percentage (a+b+c+d)/e*100	20% Rule
SUBTOTAL:	S	s		\$			
LEASE PROJECT COSTS:							
	Base Year	Year 2	Year 3	Year 4	Year 5	NPV Totals	90% Kule
Lease							
Delivery						\$	
Semp Associated SRM Sustainment							
Associated SRM/MCA Construction (site prep) and Restoration of the site at end of relocatable use							
emolition at End of Use							
SUBTOTAL							
CONTRACTOR-PROVIDED PROJECT COSTS:	Totals					Totals:	
Purchase							
Delivery							
Setup		to ciona di ta					
Associated Contractor Sustainment	I nis option not us	I his option not used for this project.					
Associated Contractor Construction (site prep) and Restoration of the site at end of relocatable use							
Contractor Relocatable Building Removal/Demolition							
SUBTOTAL:							
PURCHASE PROJECT COSTS:							
	Totals:					NPV Totals	
Purchase	u						
Delivery							
Associated SRM Sustainment							
Associated SRMMCA Construction (site prep) and Restoration of the site at end of relocatable use						,	
ind of Use							
SUBTOTAL							
INCTALL ATION SBM SHSTAINMENT COSTS:	ARE	AREAIUM	UNIT COST	YEARLY COSTS			
Maint & Repair		SF		•			
Pest Control		SF		\$			
SUBTOTAL							

TABLE 5-B-6-2 SAMPLE ECONOMIC ANALYSIS

Annual Lease and Sustainment Costs and Calculation Base Year Bas	Totals *** *** *** *** *** ** ** **	NPV at % Su	Contractor	NPV at %	DPW SUSTAINMENT	NPV at %
of Net Present Value Harch May May June July August September December December July March Marc						
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March Appli May June June June September						
April May June June September						
May June June August September						-
June June August September						
August September September September						
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November	\$					
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Year 5	9					
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August	69				*	
September					,	
October	•					
November	6	•		-		-
December	₩					
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TABLE 5-B-6-3 SAMPLE SENSITIVITY CHART

